Time Study Program
Coordinator Responsibilities

1. Attend annual coordinator training by MAA
2. Obtain access to the MAA automated system, set up users and acquire random time study dates for the quarter
3. Train all participating staff on allowable activities and time study forms
4. Enter time study forms in automated system or train staff member on data entry
5. Review time study input via System Reports
6. Maintain current employee salary, benefit and school calendar information in the system
7. Review and submit the final A-19 Invoice and back-up report
8. Maintain supporting documentation for 6 years
    - Time Study Forms
    - Copies of the A-19 invoice and back-up report
    - Staff Training Rosters

Time Study Program Checklist

Annually:

______________ Attend annual coordinator training

______________ Verify the annual calendar in the automated system

______________ Train all participating staff on time study process

______________ Retain documentation of who was trained and when training took place.

Quarterly:

______________ Obtain random time study days for the quarter and inform MAA of any issues within two working days of the start of the quarter.

______________ Verify all participants have been properly trained including new employees

______________ Verify salaries and benefits for participants in the system

______________ Review, obtain signature from designated individual and submit A-19 invoice

______________ Ensure building coordinators have access to time study forms

For each time study day:

______________ Notify staff of upcoming time study day, no more than 5 working days in advance

______________ Supervisor review and verify time study sheets within 5 working days of the time study day

______________ Ensure time study data is entered in the automated system

______________ Store time study sheets

Time Study Program Process

The Time Study is a method of measuring staff time and the percent of that time spent on Medicaid administrative activities. The time study serves as a basis to allocate the staff costs that should be attributed to Medicaid reimbursable activities. The time study should reflect the actual duties and responsibilities of participating school district employees over a set period of time. The following are chronological steps to detail the process.

Step 1: Choosing the Time Study Model

The Designated Staff Model
The school district can elect to have only designated staff complete the time study forms. By limiting the staff participation to only those staff that perform a significant amount of Medicaid related activities, districts can cut down on the amount of time and materials needed to administer the program.

All Staff Participate
All eligible staff can participate in the Time Study Program. The staff must be trained prior to conducting/participating in the time study.

Staff likely not eligible for participation:

- 24 Special Ed.—Supp.—Fed.
- 29 Special Ed.—Other—Fed.
- 38 Vocational—Federal
- 46 Skills Center—Federal
- 51 Remediation—Federal
- 52 School Improvement
- 53 Migrant—Federal
- 54 Reading First-Federal
- 61 Head Start—Federal
- 64 Bilingual—Federal
- 67 Indian Ed.—Fed.—JOM
- 68 Indian Ed.—Fed.—ED
- 76 Targeted Assist.—Fed.
- 77 Eisenhower Prof. Dev.
- 78 Youth Train. Prog.—Fed.
- 97 Districtwide Support
- 98 Food Services
- 99 Pupil Transportation
- CP Capital Projects Funds
- SB Associated Student Body
- 61 Certificated on Leave
- 63 Contractor Teacher
- 64 Contractor ESA
- 90 Classified on Leave
- 92 Crafts/Trades
- 93 Laborers
- 95 Operators
- 97 Service Workers
- 98 Technical

It is important that employees do not claim for time that is already federally funded. The coordinator should ensure that duplicate payments are not made for any positions.

Step 2: Training Participants
Participating staff must be adequately trained before they can participate. Staff should be clear on how to complete the form, how to report activities under the appropriate time study code and where to obtain technical assistance if there are questions. Professional staff must understand the distinction between the performance of administrative activities and direct medical services. The coordinator must document that staff were trained, to include name and date.

Step 3: Obtaining the Five Randomly Selected Days
After gaining access to the automated system (See Section 5, the Administrative Match User's Guide for assistance), the coordinator is responsible for ensuring the school calendar accurately reflects all work days within the quarter. If the coordinator does not review the calendar, a default calendar will be used.

MAA will run the time study selection and post the results to the automated system no later than 10 working days prior to the start of the quarter. The coordinator can review the time study days by logging onto the system, going to "Reports", and selecting Time Study Days. The coordinator is responsible for reviewing the selected days prior to the start of the quarter. If there are any issues regarding the selected days, notify MAA within the first two working days of the quarter.

Replacement days
In the event a replacement time study day is required, the coordinator must request from MAA a replacement. A request with an explanation must be e-mailed to MAA (maa-amsa@dshs.wa.gov) within two working days upon return from an event causing a missed time study day. MAA will notify the coordinator of the new time study date or the reason for a denial. Replacement days will only be issued when an event has occurred that was not within the control of the district. Replacement days cannot be made if the replacement would cause the time study to be biased.

Step 4: Conducting the Time Study
The School Ad Match Coordinator must ensure that the time study forms are distributed to staff no more than five working days before the randomly selected day. The activities tracked must reflect the actual activities conducted on that day and for the amount of time indicated. Participants should not change their normal routine. Time study forms must be signed by the supervisor within five working days following the selected time study day.

Time Study Form Instructions

For the Coordinator:

Ensure the time study form and the Quick Reference Guide are distributed to all participants. Make sure all participants have access to a current Medicaid Provider list. (See Appendix A: List of Medicaid Providers) At the beginning of each quarter, five random time study days will be identified by MAA and posted on the automated system. The coordinator must access the system in order to obtain the selected days. In preparation for each time study day, notify all participating school staff and distribute the time study and related form no more than five days in advance. It is required that all time study forms be signed and collected within five working days of the time study day.

For Supervisors:

Participants may be informed of the time study day no more than five days in advance. Distribute the time study and related forms. In order to participate, staff must be trained on allowable activities and how to complete the time study form. Within five working days of each TS day, review and verify by your signature the completed time study forms. Please confirm with the participant that any changes made to the time study form are appropriate.

For Time Study Participants:

Only complete the time study for the randomly selected day indicated. Do not change your normally scheduled activities. This is important to the accuracy and validity of the time study. The left hand side of the form lists activity codes and a brief description of the types of activities under each code. For your time spent in Codes 3, 4 and/or 10, only fill in the bubbles to the right for time spent for those activities. For activities performed in all other codes, use the Tick Mark column. Each tick mark represents a 15-minute increment of time. For each code with a tick mark, a brief narrative describing the activity is required. At the end of the day, total up the tick marks and complete the bubbles on the right. Next, total the hours tracked from the bubbles. Account for all time worked, which can not be less than your contracted hours. After completing the time study form, sign and date the certification and promptly return the form to your supervisor.

Step 5: Input Data in to the Automated System

Time study form data

The coordinator must ensure all time study data is input into the automated system. A staff person may be designated to perform data entry of time study forms. The coordinator can set up limited access for other users into the system. Send any questions regarding your staff's system access to the State program section.

After all data is entered, the coordinator must review and approve the time study submissions. There are several reports available that will assist in the review process. Once the coordinator electronically approves the time claimed, the time sheets are locked for the quarter and MAA reviews the time study data. An e-mail from MAA will be sent indicating whether the submission is approved or rejected. If rejected, MAA will submit questions to the coordinator for further clarification and the time sheets are unlocked.

Salary and benefit data

The MAA Ad Match system provides three options for coordinators to use to enter and manage the district's staff and salary/benefits data. These are: 1) manual data entry using the web interface, 2) copying the previous quarter's data already in the system, for use in the new quarter, and 3) uploading data from a PC at the school district (payroll extract) into the MAA system. Contact MAA if you need assistance.

The district is responsible for ensuring only matchable funds are used to calculate the claim. Unmatchable funds are those that are already federally funded or reimbursed, those that are earmarked or targeted for other uses or will be used for match against another program. All contract information that is considered unmatchable should be deleted from the automated system. The S275 program codes generally correspond to funding sources and can be helpful in identifying unmatchable funding.

For those staff that are partially federally funded, the salaries need to be reduced by the amount that are impacted by the federal funding source. The associated benefit amount will also need to be reduced.

It is recommended that employees who are not participating in the program are deleted from the automated system. This will help to reduce the amount of data to manage. However, do not delete an employee who has access to the system (i.e. Assistant Coordinator) or their access will be denied.

See Section 5 of this manual for the Automated System User's Guide for detailed instructions.

Step 6: Review and approve the time study

The coordinator must review the time study data and certify by approval that the data is complete, accurate, and ready for the A-19 calculation. There are many tools in the automated system that the coordinator can use to review the time study data.

The ability to set default and input restrictions are two such tools. These are discussed on page 31 of the automated system guide in section 5 of this manual. Additionally, there are a variety of reports available through the system under "reports".

Once the time study data has been approved by the coordinator, MAA reviews the data. MAA runs "staff claiming time with federal contracts" report. MAA also verifies that staff coded to program 97 are not claiming. MAA emails the coordinator with a list of any issues. Once the coordinator has responded to MAA, MAA approves the time study data.

The automated system sends the coordinator a notice that the quarter's claim has been approved. At this time the A-19 and back-up report may be printed.

Step 7: Submit the Invoice for Reimbursement

Once the time entry submission is approved, the coordinator must print the A-19 Invoice and the accompanying back up report. The district reviews and signs the A-19 Invoice and sends it to MAA. MAA records when the A-19 has been submitted for payment in the automated system.